

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Departmental Management Analyst, Senior

Date: 1997

Purpose of Job

The purpose of this job is to manage and monitor purchasing, payments, inventory control, and budgetary preparation for an assigned department. Duties include, but are not limited to: supervising staff; coordinating and directing activities; providing consultation; conducting studies; and developing reports.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Manages divisions responsible for the coordination of support services such as personnel, training, safety, budget preparation, financial management, accounts payable/receivable, issuance of permits, contract administration, grants management and assessments, etc.
- Coordinates and provides training on administrative policies and procedures.

Administrative Duties:

- Provides consultation and direction to bureau operations as needed.
- Prepares various types of reports, documents and memos such as employee evaluation reports, budgetary reports, policy reports, workload measures, goals/objectives reports, activity reports, etc.
- Substitutes for co-workers in temporary absence of same.
- Reviews the selection process of responsive and responsible bidders during bid evaluations.
- Reviews and/or approves various reports, forms, files, and records.

- Prepares and distributes information regarding capital improvements and special projects.
- Conducts productivity studies and operational reviews of the operations and management systems; develops work standards, productivity improvements, staffing and organizational structure recommendations.

Communication:

- Contacts trust officers and government funding agencies, business professionals, banking institutions, manufacturers, etc., to persuade grant and non-grant financial support for the department and departmental social services.
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure.
- Consults with the Law Department to determine legal ramification, if any, of any new standards and procedures before they are implemented.
- Mediates issues in grant arena and guide paperwork through city channels including legislative and executive offices.
- Responds to questions, complaints and requests for information by telephone, in person or by mail.
- Answers the telephone; provides information, advice and guidance;
- Represents department at special events such as career day, Mayor's People's Day, dream jamboree, etc.
- Communicates effectively both orally and written with department personnel, outside officials, professionals and the general public for the purpose of disseminating and receiving information related to work activities.
- Responds to questionnaires and public inquiries concerning department operations and productivity.

Planning and Organizing:

- Coordinates administrative activities with other departments and agencies.
- Arranges for space reallocation, building modifications and improvements.
- Establishes priorities for the completion of work in accordance with project needs and strict deadlines; estimates expected time of completion of work assignments; and establishes a personal and staff schedule accordingly.
- Develops annual goals, objectives and work plans.

Employee Development:

- Design and conduct employee training relative to new City and department programs and initiatives.
- Establishes goals for employees on a regular basis; guides and trains subordinates on proper procedures and protocol of the assigned department.
- Assigns tasks to subordinates which best suit employees' talents; shows best technique to accomplish tasks and provides technical assistance as needed.
- Reviews documents processed by subordinates to ensure accuracy; discusses errors which may arise and recommends method for corrective action.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has thorough knowledge of management, financial, and operational practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Ability to develop and administer operations and staff plans and objectives. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has considerable knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with subordinates, management, employees, and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has mathematical ability to handle required calculations. Is knowledgeable and skilled in the use of computers. Is able to read, understand and interpret financial, management and administrative reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Economics, Finance, Business/Public Administration or related field required; **three** years of progressively responsible management experience in administrative analysis, budgetary analysis, or systems and procedures analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.